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LANGLEY RESEARCH CENTER

TECHNICAL LIBRARY

GUIDE

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National Aeronautics and Space Administration

PREFACE

This handbook is designed to assist users in taking full advantage of the many services of the Technical Library. Its collection of books, journals, reports, indexes, other reference aids, and its experienced staff rivals that of any other Federal research organization's library.

If you have questions or recommendations, please contact the Technical Library staff.

A handwritten signature in cursive script, appearing to read "Edwin C. Kilgore".

 Edwin C. Kilgore
Director for Management Operations

Distribution:
Each employee

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INTRODUCTION

The Library attempts to anticipate the needs of the Center's staff in its collection, services, and equipment. Its holdings are primarily in physical sciences and engineering, with emphasis on aerospace science and technology, aeronautics, structures, materials, electronics, and propulsion with supporting collections in physics, chemistry, mathematics, management, and environmental sciences.

Location

The Library is in Building 1194 at the corner of Durand and Stratton Roads in the West Area.

Hours

It is open from 7:30 a.m. to 4:30 p.m., Monday through Friday.

Audiotape Tour

An audiotape tour of the Library is available at the Reference Counter on the third floor.

USERS

Langley Employees have access to all Library holdings, subject only to security regulations, and may charge out any material available for loan.

NAS/NRC Fellows have access to and may charge out any unclassified, unlimited material at the option of their NASA sponsor who is responsible for the material they borrow.

On-Site Consultants, NASA Contractors, and Grantees have access to all unclassified, unlimited material. They may be given access to classified or limited-distribution material after submission of a memorandum to the Head, Technical Library Branch, by the NASA employee to whom they report.

NASA Contractors with Local Offices may submit a letter through their Contract Monitors to the Head, Technical Library Branch, requesting direct borrowing privileges. This request is to contain:

- Contract number
- Expiration date
- List of persons who will use the Library

- Name of individual to be responsible for replacement of lost material
- If access to classified material is involved, the request is to contain, for each listed employee, a short description of the subject area being investigated. The contractor's facility must have a facility clearance. Personnel and facility clearances will be verified by the Security Branch. The Contract Monitor or his designee will provide "need to know" approvals.

Others have access to all unclassified, unlimited material for reading room use. Interlibrary loan arrangements may be made through other libraries.

COLLECTIONS

Books	The Library has 48,000 volumes on open shelves in the reading room. A card catalog and computer-produced index provide access to these books.
Journals	The Library subscribes to 800 technical journals, with 500 current issues displayed in the reading room. The Serials Librarian, room 306, can provide other issues including back file microfilm copies. Fifteen thousand bound journal volumes are on open shelves in the reading room.
Reports	The Library has hard copies of 250,000 documents, and microfiche copies of another 350,000, all of which are stored in closed stack because many are classified or otherwise limited.
Indexes and Reference Aids	The Library has an extensive collection of indexes and other reference aids in the reading room.

SERVICES

Librarians and Technical Information Specialists	The General Reference and Cataloging Section and the Subject Reference and Bibliography Section are staffed to assist in identifying, locating, and acquiring needed literature.
RECON (Remote Console)	Two terminals of the NASA RECON are available to provide access to stored bibliographic data on over 900,000 citations indexed in the NASA system since 1962. Searches may be made on subjects, authors, report numbers, and corporate sources, or any combination.

SERVICES
(Continued)

Assistance and instruction are available from the Subject Reference and Bibliography Section for subject searches and the General Reference and Cataloging Section for descriptive searches.

Announcements

The following announcement publications are distributed by the Library in cooperation with division offices:

- o Scientific and Technical Aerospace Reports (STAR)
- o International Aerospace Abstracts (IAA)
- o The Langley Library Acquisition List
Section A - New Document Acquisitions
Section B - New Book and Periodical Acquisitions
- o Current Contents (Physical and Chemical Sciences), (Engineering and Technology), (Life Sciences), (Behavioral, Social and Educational Sciences, which includes Management, and Agriculture, Biology, and Environmental Sciences)
- o Selected Current Aerospace Notices (SCAN)
- o The Secret Acquisition List - A monthly listing of secret material circulated to Directors and Division Chiefs
- o Announcement of Software Resources (ASR)
- o Computer Program Abstracts (CPA)

Circulation and
Loan

Books and documents may be borrowed and held as long as required or until called in by the Library. If material called in cannot be returned, call the Library, extension 2171.

Procurement

Requests for books or journals for delivery and retention in locations other than the Library are to be submitted to the Library on a Purchase Request/Purchase Order (Langley Form 125). These purchases are technically the property of the Library, but are placed on indefinite loan to the requester. Because most journal subscriptions are on a calendar-year basis and some are handled by a contract agent, it is wise to anticipate needs by 3 months or more.

NOTE: When a book is lost, a "Survey Report," NASA Form 598, is to be prepared and forwarded to the Library by the person to whom the book was charged.

SERVICES (Continued)

Microfiche	Microfiche copies of many of the unclassified reports announced in STAR, the discontinued CSTAR, and IAA since 1962 are available. Often the Library will be able to supply a report promptly only as microfiche; therefore, patrons are urged to use the microfiche whenever possible. Printing hard copies is costly and requires Section Head approval.
Microfiche Readers	More than 90 microfiche readers are located at the Center. The Library can provide selection and procurement information on these readers.
Procurement and Interlibrary Loan Services	The Library controls procurement of all domestic and foreign documents, books, and journals not included in the Library collection. Many required documents are obtained from NASA Headquarters through interlibrary loan or photoduplication services. Careful use and prompt return of borrowed items are essential for good relations with cooperating libraries.
Translations	Translation services are available through the Library. All requests for translations must have Division Chief approval. For further information, call extension 3786.
Information and Data Analysis Centers	The Library maintains directories of federally supported Information and Data Analysis Centers. For further information on the use of these Centers, call extensions 2726 or 2786.
Reimbursement for Technical Meeting Papers	Employees attending technical meetings are encouraged to purchase meeting papers or proceedings for the Library. When the documents are turned in to the Library arrangements are made to reimburse the purchaser. Call extension 2171 for further information.
NASA Scientific and Technical Information Facility	The Library has access to the services of the NASA Scientific and Technical Information Facility, College Park, Maryland.

Figure 1

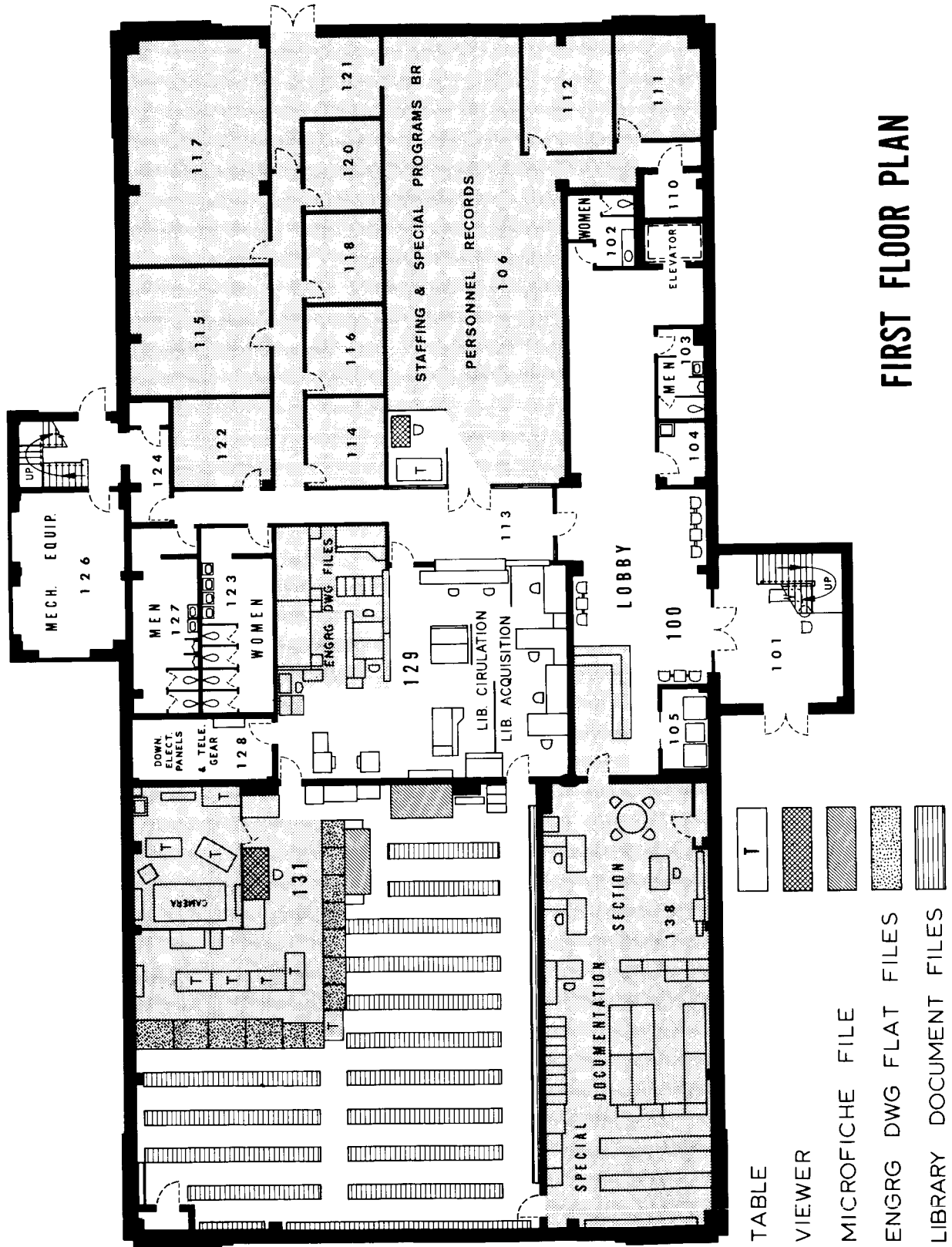


Figure 2